

JOB OPPORTUNITY BULLETIN



CLASSIFICATION: Office Technician (Typing)

POSITION NUMBER: 811-140-1139-701

LOCATION: Sacramento

BULLETIN RELEASE DATE: July 22, 2004

FINAL FILING DATE: August 13, 2004

MONTHLY SALARY: \$2,510.00 - \$3,050.00

DUTIES/RESPONSIBILITIES: Under the general direction of the Chief, Reproductive Toxicology and Epidemiology Unit, Reproductive and Cancer Hazard Assessment Section, Sacramento Office, the Office Technician (Typing) develops, maintains and updates electronic databases in support of Proposition 65 activities within the Section; prepares and formats various documents for the section. Advanced skills in and working knowledge of Microsoft Word, PowerPoint, Access and Excel preferred. Responds to external requests for publicly available documents produced by the section and carries out mass external mailings; independently sets up seminars and meetings for exchange of information pertaining to risk assessment, and develops and maintains a library of reference materials for the section.

DESIRABLE EXPERIENCE/QUALIFICATIONS: Detail-oriented. Strong organizational skills. Ability to meet deadlines and respond effectively to changing priorities and time constraints. Ability to work independently and in a team environment. Strong knowledge of Microsoft Word, PowerPoint, Access and Excel. Excellent attendance, punctual and dependable.

WHO SHOULD APPLY: State employees currently employed in the above classification, persons with current list, transfer or reinstatement eligibility, and state employees currently identified as surplus or on the SROA list.

SUBMIT APPLICATIONS: Office of Environmental Health Hazard Assessment
Reproductive and Cancer Hazard Assessment Section
1515 Clay Street, 16th Floor
Oakland, CA 94612
Attn: Maria Aguilar

THIS POSITION IS LOCATED IN SACRAMENTO

CONTACT PERSON: Maria Aguilar

TELEPHONE NUMBER (510) 622-3181

ATSS 8-561-3181

ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED.

The Office of Environmental Health Hazard Assessment is an Equal Employment Opportunity Employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.